



**Affordable Housing Trust Fund
Board of Trustees
Action Plan Working Group**

Date: July 29, 2022
Time: 8:30 AM – 9:30 AM
Location: Conducted via remote participation

Attendees: Karen Kelleher, Neal Mongold, Teresa Marzilli, Marisa Lau, Kelly Lynema
Guests: Rebecca Gruber, Bev Gallo

Meeting Summary

1. Public Forum debrief and follow-up

Karen thanked everyone for helping make the forum on survey results a success last night. There was a brief discussion about how the forum will lead into additional outreach this fall for the draft Action Plan. The members discussed creating a high-level summary of survey results. Karen suggested sharing the recording with Bob Sprague in case he wanted to report on the forum.

Bev provided an update on the Action Plan. She has reviewed the narrative sections written by Trust members. She added that documentation of the community engagement process will become part of the plan, and recommended using matrices to present the range of options and assign priority levels for strategies to fulfill the Trust's mission. She will share her initial thoughts about the 5-year budget with the Trust.

Karen emphasized the importance of outreach and education to the Action Plan engagement process. Next up is a series of articles written by the Trust, starting with why affordable housing is needed in Arlington.

Neal responded to Karen's comments about outreach. He noted that the questions received at the forum indicated the Trust should clarify its role and the types of projects it will undertake. He noted they can also clarify the Trust's working relationships with affordable housing organizations in town. Kelly, Rebecca, and Teresa talked about how to best connect the outreach and educational work that needs to be done on affordable housing with how the Trust moves forward and shares information more generally. The DEI Office-led equity audit can help support this process by sharing information with residents on how housing intersects with equity issues.

Karen brought up planning for stakeholder meetings, possibly in August. Kelly suggested scheduling a meeting in September (September 14th or 15th were identified as possible dates).

2. Discuss community engagement for Action Plan

The first listening session for renters is tomorrow at Robbins Library. Kelly will bring printed handouts for participants. Digital gift cards will be sent to participants who give the facilitators their preferred type of card and email address.

Neal, Kelly and Rebecca went over roles for tomorrow's session. Rebecca made some suggestions for how to recruit additional facilitators for other sessions to increase the diversity of volunteers. She and Teresa will make some inquiries and update Karen on those conversations.

Members discussed logistics to ensure adequate coverage for the listening sessions. They also assigned follow-up tasks for responding to email inquiries that were sent to the Trust account.

Meeting adjourned at approximately 9:30 am.